

General Information For R-63

The school district must complete a separate R-63 form for each bus going home or to another approved location during the school day. Record information for each bus going home or to another approved location in the section that best describes the circumstances for the bus going home. Information for buses going home twice a day will be recorded in more than one section. The definition for “**home**” on this application includes any approved location for the bus during the school day. “**Parking Location**” on this application is the assigned location for buses without mid-day trips, high school, central parking facility, etc. **Submit one map for each location that has buses assigned showing each trip that takes drivers home or to another approved location during the school day. All drivers’ destination riding on each trip must be plotted on the map.**

Section 1: Record only the buses that go from the parking location to the driver’s home or another approved location and back to the parking location before running any other mid-day trips or afternoon trips.

Section 2: Record the buses that go home or to another approved location without returning to the parking location before running another trip

Section 3: Record the buses that leave the last stop or school on a mid-day trip and go home before returning to the parking location or going to the first school on their afternoon trip.

An example of a bus that is recorded in two sections is a bus that leaves the parking location and goes home. The bus leaves home without returning to the parking location to run a mid-day kindergarten trip. After completing the mid-day kindergarten trip, the bus returns home. The bus leaves home for the second time that day to return to the parking location for buses without mid-day trips. The trip home before the mid-day kindergarten trip is recorded in **Section 2** and the trip home after the mid-day kindergarten trip is recorded in **Section 3**. The number of **Times Per Day** will be 1 in each section when information is recorded in sections 2 and 3.

Sections 2 and 3

*	
1 or 2 Times Per Day	

Information for a bus must be recorded in one of the sections each time the bus goes home or to another approved location during the school day. Each driver riding on a bus has a limit of 5 State funded miles one way per day. Other drivers riding home on a bus during the school day must be assigned to the bus that can provide the most efficient transportation. A minimum number of buses must be used to transport drivers home or to another approved location during the school day.

District Funded Miles Section										
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Total District Funded Miles Per Day	**	X	School Days Operated		=	Annual District Funded Miles		X \$1.10 Per Mile	\$	Total Cost

** This number cannot be less than 0.

Buses that have miles calculated in sections 2 and 3 can use any **negative District Funded Miles Per Day Per Driver** calculated in one section to offset any **positive District Funded Miles Per Day Per Driver** calculated in another section for that bus. **Negative District Funded Miles Per Day Per Driver** cannot be transferred to another bus going home during the school day.